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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 11 January 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #2
Assessment and Evaluation Staff
4-10 January 1956

I. SIGNIFICANT ITEMS.

A. Office of the Chief.

rewrite

A study has been completed for the Cable Secretary of individuals occupying the position of cable analyst and potential trainees for this position. The result of this study has been the development of a procedure which has promise in increasing the effectiveness of selection of personnel for that office. It was found that certain tests predict ability to learn the job of cable analyst. With the concurrence of the Cable Secretary, arrangements are being made with the Office of Personnel to utilize the information gained in this study in the selection of future employees. Because of the time over which this study was spread, it has represented a minimal drain on A & E resources. It represents the kind of utilization of A & E resources which is too infrequently made.

OTHER ACTIVITIES.

A. Office of the Chief.

1. Chief, A & E, and [] met with Messrs. [] to discuss the problems involved in transfer to the Staff of the coding and punching of the fitness report, an operation performed heretofore by the Office of Personnel. It was agreed that a letter would be prepared for the Management Staff indicating the problem and requesting their assistance in determining where the additional persons needed by the A & E Staff would be obtained. It was also agreed that this Staff would furnish certain information to the Wage and Classification Division on the basis of the Fitness Report.

2. A conference was held with Messrs. [], from the Wage and Classification staff, concerning the classification of three clerical positions. These positions will be audited.

3. A discussion was held with [] to work out the training program for the LETS proficiency test specialist.

4. [] has returned from his trip []

25 YEAR RE-REVIEW

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B. Testing Services Branch.

1. On 5 January 1956, the Chief, TSB, attended a headquarters conference of the professional staff of the Specialized Recruitment Branch, Office of Personnel, to obtain reactions of field recruiters to the initial running of the JOT Field Testing Program and to discuss additional current requirements for psychological testing and evaluation services in field personnel procurement activities. From the recruiters' point of view, thus far, the field testing of JOT's seems to be moving fairly well.

C. Training Evaluation Branch.

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1. Chief, TEB, met with [redacted] to approve a revised training evaluation report form for the Reading Improvement Course. Plans are being made to conduct a small study for the purpose of getting additional information on which to base estimates of progress during the Reading Improvement Course.

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2. A meeting was held with [redacted], LETS, to discuss revisions in the format of the training evaluation report form relative to all Slavic language courses.

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3. [redacted] Training Assistant for the Branch, met with Miss Ann [redacted], Training Assistant for the Clerical Induction Course, to discuss with her the procedures followed by the Branch in disseminating training evaluation reports to all components of the Agency, and to suggest to her some standard procedures to follow in preparing Clerical Induction reports.

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4. Chief, TEB, [redacted] met with the instructional staff of the BOC to discuss two general problems: (a) How to improve the instruction and evaluation for those students who lack highly developed verbal and academic skills, and (b) how to better measure the learning that is achieved by those who generally do poorly on the objective examinations currently used. The results of the recent study on the use of essay questions were discussed, and a number of practical suggestions for a new attack on these problems were considered to merit follow-through.

III. PERSONNEL NOTES.

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[redacted] has entered on duty with the Staff. His initial assignment will be with the Training Evaluation Branch.

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